

Hall of Records
CommissionREQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. C 302PAGE
NO. 1 of 1

Requesting Agency

WORCESTER COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

AMENDMENT TO SCHEDULE C-232, ITEM 26 (Conditional Contracts of
Sale Dockets),
AND TO SCHEDULE C-233, ITEM 2 (Conditional Sales Contracts, Original)

1 ✓
CONDITIONAL CONTRACTS OF SALE DOCKETS, INDEXES, AND PAPERS

Size: 14" x 18" x 3"

Dates: 1917...

Quantity: 614 volumes (dockets); unknown for indexes and papers

File Arrangement: Chronological

Index: Internal thumb index to parties (dockets)

The Dockets give the names of vendors and vendees, dates of filing and of the contract, a brief description of the property, the amount and conditions of the contract, date of recordation, and date of release, if recorded.

In cases of extensive contracts, photocopies of the contracts are attached in the volume. In most instances, the contracts brought in for recording were not retained by the Clerk, but returned by mail after recordation.

By amendment of the Uniform Commercial Code in 1965, Conditional Contracts of Sale Dockets, Indexes and Papers were authorized for disposal according to the recommendation below. (Annotated Code of Maryland, 1957 edition as amended, Art. 95B, Sec. 10-102, Para. 3).

RECOMMENDATION: RETAIN FOR FIVE (5) YEARS AND SIXTY (60) DAYS AFTER THE LAST PERTINENT ENTRY OR DATE OF RECORD, THEN DESTROY.

HALL OF RECORDS COMMISSION
APPROVED

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

FEB 1 1967

Date

Archivist

3-21-67

Date

Secretary